

Internal/External Posting  
**STATE OF MONTANA JOB VACANCY**

**DEPARTMENT OF CORRECTIONS**  
*An Equal Opportunity Employer*

June 27, 2008

<b>Job Title:</b>	Federal Grants Coordinator	<b>Position No.:</b>	12004
<b>Division:</b>	Directors Office	<b>Bargaining Unit:</b>	NA
<b>Location:</b>	Helena	<b>Supplement:</b>	Yes
<b>Status:</b>	Permanent Full-time	<b>Shift:</b>	To be determined
<b>Salary:</b>	\$16.659-\$20.824/Hr. <i>DOE</i>	<b>Band</b>	6

**Application Deadline:** Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311  
PO Box 201301  
1539 11th Ave.,  
Helena, MT 59620-1301

**fax to** (406) 444- 4551    **email to** hrcen@mt.gov

**No later than 5:00 p.m. July 14, 2008.**

Application materials are available on the web at [www.cor.mt.gov](http://www.cor.mt.gov). Try our NEW on-line application process at this link.

**Special Information:** When necessary, incumbent will travel to all secure facilities and/or programs to understand the competing interests in order to develop applications for federal grant monies.

**Reasonable Accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Human Resource Specialist at 444-2828.

**Equal Employment Opportunity Employer:** The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

**Typical Duties:**

- The position is directly responsible for initiating policies and procedures which result in the effective management of approximately \$3 million annually in federal grants, ensuring compliance with fiscal and narrative reporting requirements specified in contractual agreements.
- Reviews potential funding sources, determines eligibility, prepares budget, budget narrative, and writes the narrative grant proposal.

- Position will aggressively seek potential sources of funding for projects specified by the Director, Division Administrators and Bureau Chiefs that are consistent with the mission of the department and will improve the department's ability to achieve its goals.
- Develops an expanding communication network with federal and nonfederal grant funding agencies for the purpose of improving grant-related information flow.
- Establishes and maintains contacts with the Regional Grants Coordinator at the U.S. Department of Justice, project managers at the National Institute of Corrections and representatives of Montana educational agencies responsible for distribution of Correctional block grant funding.
- Ensures notice of potential funding is received through oral and written communication in a timely manner.
- Ensures department remains compliant with fiscal and narrative reporting requirements with current grants, and that the department is aware of current Federal grant opportunities, funding activities and changing emphasis.
- Develop goal/objective measures for specific projects.
- Provide on-site training for department staff.

**Qualifications:**

Knowledge of the concept and theories of federal financial reporting requirements is required to facilitate decision-making.

Knowledge of department, state and federal rules, regulations, policies and procedures relevant to technical grant writing, funding sources, and grant fiscal management.

Knowledge of the Office of Public Instruction's educational grant categories and reporting requirements, and projects within various department facilities and programs which would be appropriate for grant funding when it becomes available.

Ability to quantify and integrate grant information into an organized, clearly written narrative.

Ability to objectively research, evaluate and problem solve using investigative and research procedures and techniques.

Must have skills to plan, prioritize, and organize.

Must have ability to maintain effective working relationships with agency staff, other agency officials, and the public.

**Competencies:**

Attention to Detail: Able to be alert in a high-risk environment; follow detailed procedures and ensure accuracy in documentation and data; carefully monitor gauges, instruments, or processes; concentrate on routine work details, and organize and maintain a system of records.

Planning, Prioritizing, and Goal Setting: Able to prepare for emerging customer needs; manage multiple projects; determine project urgency in a meaningful and practical way; use goals to

guide actions and create detailed action plans; organize and schedule people and tasks.

Policies, Process, and Procedures: Able to act in accordance with established guidelines; follow standard procedures in crisis situations; communicate and enforce organizational policies and procedures; recognize and constructively conform to unwritten rules or practices.

Communication: Able to clearly present information through the spoken or written word; read and interpret complex information; talk with customers or clients; listen well.

Decision Making & Problem Solving: Able to take action in solving problems while exhibiting judgment and a realistic understanding of issues; able to use reason, even when dealing with emotional topics; review facts and weigh options.

Initiative: Able to bring about great results from ordinary circumstances; prepare for problems or opportunities in advance; transform leads into productive business outcomes; undertake additional responsibilities and work independently; respond to situations as they arise without supervision.

**Education and Experience:** The above knowledge, skills, abilities and competencies required to perform this position are typically acquired through a combination of education and experience equivalent to a Bachelors degree in Human Services, Sociology, Business, Psychology, Journalism and one to two years of progressively responsible administration of grant projects and report writing.

### **THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT**

**Application and Selection Process:** Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. **\*\*HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH\*\***
4. **Completed supplement questions.**

**Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.**

**Benefits:** State employees working at least half-time are also provided paid health, dental and

life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

**Immigration Reform and Control Act:** In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

**Military Selective Service Act:** You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

## SUPPLEMENTAL QUESTIONS

<b>Job Title:</b>	Federal Grants Coordinator	<b>Position Number:</b>	12004
<b>Application Deadline:</b>	July 14, 2008	<b>Department:</b>	Corrections

**Instructions:** Please complete the following supplemental questions. This supplement gives you an opportunity to present more complete and specific details regarding your qualifications for this position. Your response must be printed clearly or typed on standard paper. Each response should be clear and concise. Please put your name and the position for which you are applying on each sheet. This supplement is reviewed separately from the state application. It is part of the applicant evaluation process.

1. Describe in detail (give examples) the nature and extent of your education and/or experience in writing grant applications.
2. What skills do you have that assist you in dealing with multiple projects/tasks?

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**DEPARTMENT OF CORRECTIONS  
AUTHORIZATION TO RELEASE INFORMATION**

<b>Applicant's Name:</b>	
<b>Other names Used:</b> (i.e.: maiden name, previous married names)	
<b>Social Security Number:</b>	
<b>Date of Birth:</b>	
<b>List of states where you have resided:</b>	

**TO WHOM IT MAY CONCERN:**

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

\_\_\_\_\_ No \_\_\_\_\_ Yes      Date: \_\_\_\_\_ : \_\_\_\_\_ Jurisdiction \_\_\_\_\_

**This authorization shall be valid and effective for one year from the date signed.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_